

THEODORE ROOSEVELT

PRESIDENTIAL LIBRARY

Director of Details/Administrative Support

ABOUT THE THEODORE ROOSEVELT PRESIDENTIAL LIBRARY FOUNDATION

“Believe you can, and you’re halfway there.” - Theodore Roosevelt

Since 2014, the Theodore Roosevelt Presidential Library Foundation (TRPLF) has been planning and building a new, ambitious kind of presidential library and museum. Other presidential libraries tell the story of a single individual, but the Theodore Roosevelt Presidential Library (TRPL) – being built more than a century after T.R.’s death – will do more than preserve history. The TRPL will be a people’s library, bringing Roosevelt’s values and relentless spirit to life at a critical time in our nation and world, while simultaneously championing the stories of all who “dare greatly, think boldly, care deeply, and live passionately.”

The Library is currently being constructed in Medora, North Dakota, with a milestone opening planned for July 4, 2026 – America’s 250th anniversary. Participants at the TRPL will learn from – not just about – Roosevelt’s story, being transformed by the same stunning Badlands that served as the fulcrum in T.R.’s incredible life story.

Guided by the pillar principles of leadership, citizenship, and conservation, the Foundation has partnered with innovative partners – like the award-winning architecture firm, Snøhetta, the exhibition and media design company, Local Projects, and the best-in-class story crafters, the Future of Storytelling – to build an institution like no other. With plans to be the most sustainable presidential library and campus ever, a revolutionary approach to interpretive design, and programming that will spread the Library’s message into neighboring Theodore Roosevelt National Park and beyond across the globe, the opportunity to join a talented team in building and opening this institution is truly unique.

ABOUT THE DIRECTOR OF DETAILS (REMOTE, PACIFIC TIME ZONE PREFERRED)

Working directly and daily with Diane Andolsek, Deputy Director of TRPLF, the Administrative Support/Director of Details (DD) is a coordinator, contact person, and indispensable resource for our busy office. The DD contributes in many crucial ways. During a busy week, they will manage calendars, organize meetings, accept phone calls, take messages, make travel arrangements, manage logistics, ensure follow-up, etc. The DD fills in the gaps providing the creative synthesis to realize when things are missing or need attention. To be successful, the DD should come with the vision, drive, dedication, and facility to manage the Deputy Director's time for maximum efficiency and then track meetings for effective follow-through, putting the right people together, memorializing outcomes, and following with discipline and persistence to ensure completion.

A DD can help with a warm disposition, crisp follow through, and good judgment. A good DD will inspire the confidence of fellow team members and business partners by projecting energy, optimism, and reliability. The DD must have impeccable personal and professional integrity. The DD should be committed to the non-

traditional aspects of working in the start-up nature of the enterprise and adapting to the dynamics of a small highly matrixed team. This means filling in as needed to serve big ambitions for an important cause. S/he will understand our mission and the sweep of our vision and will fit well within our culture of driven, organized, dedicated, (fun) professionals. This is an exciting opportunity with many geographies, a lot of functions, and a lot of personalities.

HOW YOU'LL CONTRIBUTE

- Act as the point of contact for the Interim Deputy Director.
- Manage information flow in a timely and accurate manner.
- Track daily expenses and prepare weekly monthly or quarterly reports.
- Provide administrative assistance, such as writing and editing emails, drafting memos, and preparing communications, learning and employing appropriate style and communications proclivities and preferences while ensuring faultless quality control of all correspondence and written product to reflect positively on TRPLF.
- Coordinate with associates to make logistics work effectively, organizing calendars, and critical touchpoints with our constituents.
- Interface productively and respectfully with vendors and other constituents in a manner that accrues to a positive impression of TRPLF.
- Manage appointments and calendar events with completeness, discretion, and trustworthiness.
- Coordinate travel and accommodation arrangements (both domestic and international) and create trip itineraries.
- Use various software, including word processing, spreadsheets, and presentation software to prepare reports and/or special projects.
- Format information for internal and external communication - memos, emails, presentations, reports.
- Take minutes during meetings and assure their completeness and appropriateness for public dissemination.
- Screen and direct phone calls and distribute correspondence.
- Follow the Deputy Director's meetings and actions with organized follow-up tracking and steps to assure productivity and intentions are captured and acted upon in a timely, complete, and constructive manner.
- Other duties as needed.

REQUIREMENTS

- A sense of humor!
- Bachelor's degree with 2-5 years' experience, preferably but not necessarily in a museum, cultural institution, or non-profit.
- Diplomatic, ethical, and responsible, with the highest level of integrity.
- A genuine passion for our mission, energy of action, and an ethic for achievement.
- Excellent organizational, social, interpersonal, verbal, and written communication skills and excellent fundraising judgment.
- Ability to generate creative solutions.
- A hospitable and welcoming demeanor that encourages cooperation and high regard for the TRPLF.
- Ability to manage multi-phase projects from inception to completion, as well as the ability to balance multiple concurrent priorities.
- Ability to work independently and as part of a team.

- Detailed-oriented, well organized, focused, and goal-oriented, with high levels of initiative and energy - the kind of person who appreciates completeness and results.
- Excellent problem-solving skills as well as the ability to use good personal judgment in situations requiring tact.
- Respect for confidentiality and absolute professional discretion.
- Ability and proven success as a creative and resourceful problem-solver who can deal with some level of ambiguity and strive to build consensus and execute strategy.
- Strong knowledge and fundamental adherence to principles, ethics, and best professional practices in keeping with a national presidential library that must maintain an immaculate public reputation.
- Ability to conform to the national scope of the project, with a willingness to travel as required.
- Strong computer skills, including experience using word processing, and presentation software, and the functional understanding of cross-communication among these systems.
- Excellent interpersonal skills, including flexibility and ability to communicate professionally and diplomatically with a wide variety of constituencies.

BENEFITS

Full benefits include 403(b), medical insurance, dental insurance, vision insurance, life insurance, short-term and long-term disability, as well as 20 days of paid time off and 10 days of holidays. Salary ranges between \$55,000 - \$65,000 depending upon experience.

EEO STATEMENT

TRPLF is committed to creating a diverse, equitable, and inclusive environment. TRPLF does not discriminate based on race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity, or any other reason prohibited by law as a provision of employment opportunities and benefits.

INTERESTED?

Please send a cover letter to jobs@trlibrary.com, Required subject line designation: Director of Details – Library Operations. No phone calls, please. Only those candidates selected for an interview will be contacted.